DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1229
Page 1 of 1

DGS 550-1

Division/Unit Agency Domestic Violence

Wicomico County Sheriff's Office Domestic Violence					
Item No.	Description	Retention			
1	Domestic Violence Tracking Sheet	Retain Until Expiration Date, then destroy			
2	Domestic Violence responder Information Sheet	Retain Until expiration date plus one year, then destroy			
3	Protective Order Validation Sheet	Retain Until expiration date plus one year, then destroy			
4	Maryland Electronic Telecommunications Resource System/National Crime Information System Agency Case Data	Retain Until expiration date plus one year, then destroy			
5	Protection Order Follow-up Form	Retain Until expiration date plus one year, then destroy			
6	Agency Copy of Order (Peace & Protective Orders)	Retain Until expiration date plus one year, then destroy			
	Approved by Department, Agency Schodule Authorized by St.				

Retain Until expiration ate plus one year, then destroy Retain Until expiration ate plus one year, then destroy			
ate plus one year, then			
Retain Until expiration ate plus one year, then destroy			
Retain Until expiration ate plus one year, then destroy			
Schedule Authorized by State Archivist Date I(-5 Signature			
-			

Instructions –Type or Print a separate form for DEPARTMENT OF GENER			GENERAL SEE	IFRAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SEF					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			0.000.000.00		
19.7	Jessup, Maryland 20794				PAGE1_ OF6	
	410-799-1930					
1. Department/Agency	2. Division				3. Unit	
Wicomico County Sheriff's Office	Domestic	Violence				
401 Naylor Mill Road Salisbury, MD 21801					*	
DEFINITION: RECORD SERIES: A group of relate purposes.	erence as well as retention and disposition					
Record Series Title				5. Earlie	st Year/Latest Year	
Domestic Violence Tracking Sheets				201	1 to2012	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	uments/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
Is used track information about the Respondent						
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume _12		
x Letter Size		x Alphabetical		Number		
Legal Size Computer Tape		Numerical		File Drawer(s)		
				=	Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological X			Computer Tape(s) x Other (specify)_ file folders	
☐ Bound Book ☐ Video Tape		Geographical		10. Annual Accumulation		
Other (specify)		Other (specify) _kept in file		_215 Number		
			File Drawer(s)			
					File Drawer(s) Microfilm Reel(s)	
				Computer Tape(s)		
100				x Other (sp	ecify)_i file folders	
11. File is Used			12. File Becomes Inactive After			
x Daily Weekly Monthly Annua	illy		1 Number			
	*					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
401 Naylor Mill Road Salisbury, MD 21801 Duty office			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
x Yes No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures			None x State ☐ Federal ☐ Independent			
, only and recording owny rolly and recording				_		
17. Is an Index System used? If yes, explain briefly and describe re-		18. Recommended Retention				
X Yes No			10. Recommended Retention			
Filed after order is served by the month and day of expiration			Retain until expiration date, then destroy			
, , , , , , , , , , , , , , , , , , , ,			The state of the s		,	
19. Name and Title of Preparer 20. Telephor			ne Number	21. Date		
Deborah A. Brannan				01/15/20	13	
					3	

Instructions –Type or Print a separate form for	GENERAL SERVICES		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275	DACE 2 OF 6		
	Jessup, Maryland 20794			PAGE2_ OF6		
Department/Agency	410-799-1930 2. Division			3. Unit		
Wicomico County Sheriff's Office						
401 Naylor Mill Road Salisbury, MD 21801						
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
4. Record Series Title		5. Earliest Year/Latest Year				
Domestic Violence Responder Information Sheet			201	1 to2012		
Record Series Description (Briefly describe the ty	upon of information/dog	imonto/forms f	ound in the	sories. Include the purpose or function of the		
series.)	pes of information/doct	inents/forms i	ound in the	series. Include the purpose of function of the		
solies.)						
Is used to gather information about the respondent						
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
x Letter Size Microfilm	y Alphahetical		_5 Number			
x Letter Size Microfilm	x Alphabetical		Number			
Legal Size Computer Tape	Numerical		X File Dra			
Audio Tape Floppy Disk	Chronologica	al	Comput	ter Tape(s)		
☐ Bound Book ☐ Video Tape	Geographical		Other (s	specify)		
		6)	10. Annual Accumulation _215 Number X File Drawer(s)			
Other (specify)	Other (speci	ry) _kept in file				
			☐ Microfilm Reel(s) ☐ Computer Tape(s)			
			Other (specify)			
11. File is Used		12. File Become	s Inactive Afte	r		
D. Solita D. Marshita D. Aranalla		1	Пма	nth(s) x Year(s)		
x Daily Weekly Monthly Annual	у	Number	□ MO	nin(s) x rear(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se	eries Duplicate	d Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Road Salisbury, MD 21801 Duty office		☐ Yes × No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
x Yes No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures		None x State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention						
x Yes No	18. Recommended Retention					
Filed by last name until the order is expired than is removed from active	ve status and place into the	Retain until expiration date, plus one year, then destroy				
Expired file drawer.						
19. Name and Title of Preparer	20. Telephone Number		nber 21. Date			
Deborah A. Brannan	410-548-489	11	01/15/20	13		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGEM					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R				
	Jessup, Maryland 20794			PAGE3_ OF6	
J		99-1930			
Department/Agency	2. Division			3. Unit	
Wicomico County Sheriff's Office	Domestic Violence	Violence			
401 Naylor Mill Road Salisbury, MD 21801					
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for refe	erence as well as retention and disposition	
purposes. 4. Record Series Title			5 Farlin	et Voor/I stoet Voor	
Protective Order Validation Sheets		5. Earliest Year/Latest Year2011 to2012			
Protective Order Validation Sheets		2011102012			
6. Record Series Description (Briefly describe the ty	ypes of information/docu	uments/forms f	ound in the	series. Include the purpose or function of the	
series.)					
Is used track when an order has been entered and	when any changes are	done to an ord	er		
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume		
			_5		
x Letter Size Microfilm	x Alphabetical		Number		
Legal Size Computer Tape	☐ Numerical	Numerical		x File Drawer(s)	
Audio Tape Floppy Disk	Chronologica	Chronological		Microfilm Reel(s) Computer Tape(s)	
☐ Bound Book ☐ Video Tape	Geographica	Geographical		Other (specify)	
_ state state				10. Annual Accumulation	
Other (specify)	Other (specif	Other (specify) _kept in file		215 Number	
			x File Draw	er(s)	
				n Reel(s)	
				Computer Tape(s) Other (specify)	
S. C. Age					
11. File is Used		12. File Become	es Inactive After		
x Daily Weekly Monthly Annual	lly	Number	☐ Mo	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
401 Naylor Mill Road Salisbury, MD 21801 Duty office		☐ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
x Yes No Applicable Wicomico County Sheriff's Office					
Policy and Procedures, and Wicomico County Policy and Procedures	S	None x State ☐ Federal ☐ Independent			
 Is an Index System used? If yes, explain briefly and describe red X Yes No 	18. Recommended Retention				
Filed by last name until the order is expired than is removed from ac	Retain until expiration date, plus one year, then destroy				
Expired file drawer.	rvetain unui	expiration	late, plus one year, then destroy		
19. Name and Title of Preparer	20. Telephor	ne Number	21. Date		
Deborah A. Brannan	410-548-489		01/15/20	13	
		19			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEL	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box	275	PAGE4_ OF6		
		Maryland 20794 0-799-1930		PAGE4_ OF0		
Department/Agency	2. Division	J-133-1330		3. Unit		
Wicomico County Sheriff's Office	Domestic Violence					
401 Naylor Mill Road Salisbury, MD 21801						
DEFINITION: DECORD SERIES: A group of relates	d records normally file	ed and used as a	unit for ref	erence as well as retention and disposition		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
4. Record Series Title	System/National Cri		5. Earliest Year/Latest Year e2011 to2012			
Maryland Electronic Telecommunications Resource	e System/National Cri	ne	201	1102012		
Information Center Agency Case Data						
6. Record Series Description (Briefly describe the ty	ypes of information/do	cuments/forms f	ound in the	series. Include the purpose or function of the		
series.)						
Is used to enter information from the protective order	er into Maryland Elect	ronic Telecomm	unications F	Resource System/National Crime Information		
Center						
7. Record Series Format(s) List all	8 Record Se	ries Sequence	9. Volume			
7. Record Series Formada) List an	o. Necord Se	ies Sequence	5			
x Letter Size Microfilm	x Alphabetica	al	Number			
Legal Size Computer Tape	☐ Numerica	Numerical		wer(s)		
Audio Tape Floppy Disk	Chronolo	Chronological		n Reel(s) ler Tape(s)		
Bound Book Video Tape	Geograph	Geographical		specify)		
Other (specify)	Other (sp	Other (specify) _kept in file_		Accumulation		
			x File Draw	er(s)		
				n Reel(s)		
			Comput			
			7			
11. File is Used		12. File Become	es Inactive Afte			
x Daily	lly	Number		nth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	eries Duplicate	d Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Road Salisbury, MD 21801 Duty office	Yes x No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
x Yes No Applicable Wicomico County Sheriff's Office	5					
Policy and Procedures, and Wicomico County Policy and Procedures	None x State Federal Independent					
 Is an Index System used? If yes, explain briefly and describe red Yes No 	18. Recommended Retention					
Filed by last name until the order is expired than is removed from act	Potoin until	ovniration o	data plus ana year than destroy			
Expired file drawer.	Netail until	onpiration (date, plus one year, then destroy			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Deborah A. Brannan	410-548-4	891	01/15/20	13		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801 DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Protection Order Follow up Form	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Domestic Violence		unit for refe	AGENCY RECORDS INVENTORY PAGE5_ OF6 3. Unit erence as well as retention and disposition st Year/Latest Year 1 to2012_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Is used to see if Respondent has firearms					
7. Record Series Format(s) List all X Letter Size	x Alphabetical Numerical Chronologi Geographic			9. Volume _5 Number x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used x Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office		12. File Becomes Inactive After1 Number			
Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes	16. Audit Requirements None x State Federal Independent				
Is an Index System used? If yes, explain briefly and describe req X Yes No Filed by last name until the order is expired than is removed from action Expired file drawer.	Recommended Retention Retain until expiration date, plus one year, then destroy				
19. Name and Title of Preparer 20. Telephor Deborah A. Brannan 410-548-489			21. Date 01/15/20	13	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box		SION	AGENCY RECORDS INVENTORY PAGE6_ OF6		
Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	Jessup, Maryland 20794 410-799-1930 2. Division Domestic Violence			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Agency Copy of Order (Peace/Protective Order)	and used as a	5. Earlie	erence as well as retention and disposition st Year/Latest Year 1 to2012			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Is used to gather information and to know what the judge has issued						
7. Record Series Format(s) List all x Letter Size	8. Record Series Sequence x Alphabetical Numerical Chronological Geographical		9. Volume _5 Number x File Drawer(s)			
			x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used x Daily Weekly Monthly Annua	12. File Becomes Inactive After1 Number					
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements None x State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe re X Yes No Filed by last name until the order is expired than is removed from ac Expired file drawer.	Recommended Retention Retain until expiration date, plus one year, then destroy					
19. Name and Title of Preparer 20. Telephone Deborah A. Brannan 410-548-4891			21. Date 01/15/20	13		